



Recording Associate III

Job Description

Department: Recorder
Position: Career Service
Grade: 503
Supervisory: No
Reports to: Administrative Supervisor -
Recorder

Summary

Under the general guidance of the Administrative Supervisor – Recorder, performs a variety of clerical duties designed to expedite the processing, recording and filing of legal documents presented to the Utah County Recorder's Office. Performs the most complex duties within the assigned function at the full performance level.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Record documents received through the mail, over the counter or by electronic transmission; produce certified copies of official documents as requested; collect and receipt fees.
2. Record documents per statute requirements; affix Recorder's stamp; complete stamp fields including entry number, name of recorder, county where recorded, date and time of recording, fee charged, and requesting party.
3. Enter and retrieve data related to recordings of deeds, mortgages, liens, judgments, probates, leases, foreclosures, wills, mining claims, Union Commercial Code (UCC) financing statements, defaults, assignments, small claims, divorces, satisfactions, reconveyances, subdivision, and annexation and miscellaneous maps; index according to established procedures; ensure accuracy of completed entries.
4. Receive documents from title companies, other professionals, and individuals; index according to established procedures.
5. Scan and save documents into the record keeping system; prepare and run daily transmittal of scanned documents; review and analyze scanned documents and images for completeness and accuracy; locate and scan missing images, as needed.
6. Perform receptionist functions on a rotational basis or as assigned.
7. Conduct daily cash register balancing of receipts; process standard forms for verification of balance and deposit receipts and revenue according to established procedures.
8. Respond to inquiries in a timely manner; answer questions from the general public, title companies, and employees, as needed.

For Office Use Only

Job Code: 6569
Job Title: Recording Associate III
FLSA: Non-Exempt
Effective Date: 11/4/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of processes and laws related to land ownership records
- Knowledge of Recorder's Office Policies and Procedures and laws, codes, or regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment including a 10-key calculator
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic bookkeeping
- Skilled in using various software programs unique to Utah County and/or the Recorder's Office
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand work instructions and follow broad objectives
- Ability to distill relevant and useful elements from vast amounts of information.
- Ability to multi-task
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This position requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

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Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience of which two (2) years are directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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